

Name: Bridgette Blake		Grading Quarter: Q1	Week Beginning: September 25, 2023
School Year: 2023 - 2024		Subject: Business Operations Specialist Support (BOSS)	
Monday	Notes:	<p>Objective: Students will practice creating documents including a weekly assignment and will learn the characterizations of Universal Resource Locations (URLs) and associated protocols.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Creation of 'Weekly Assignment Sept. 25-28 with graphic elements. • Universal Resource Locations (URLs) PowerPoint and notes. 	Academic Standards: 1.1 Create Documents 12.1 Characterize Universal Resource Locators (URLs) and associated protocols.
Tuesday	Notes:	<p>Objective: Students will review key terms and definitions from weeks 1-8 and create a note table in a Word document.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Create note table • Insert key terms and their definitions 	Academic Standards: 1.1; 1.3; 4.1; 4.2; 6.1; 6.2; 6.3; 6.4; 6.5; 6.6; 7.3; 7.4; 10.1; 10.2
Wednesday	Notes:	<p>Objective: Students will Learn key terms and definitions for weeks 9-16 and create a note table in a Word document.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • Create note table • Insert key terms and their definitions 	Academic Standards: 1.5; 2.1; 2.2; 2.3; 2.4; 12.1; 12.2; 12.3; 7.1; 7.2; 7.3; 7.4; 9.1; 9.2; 9.3; 9.4;
Thursday	Notes:	<p>Objective: Students will be assessed on their understanding of Universal Resource Locators (URLs) and navigating the internet. Students will learn about making travel arrangements.</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • URL and Navigating the Internet quiz review. • URL and Navigating the Internet quiz. • Introduction to Travel Arrangements. 	Academic Standards: 12.1 Characterize Universal Resource Locators (URLs) and associated protocols.

Friday	Notes:	<p>Objective: Students will be introduced to FBLA (the student run organization) and practice project management skills</p> <p>Lesson Overview:</p> <ul style="list-style-type: none"> • FBLA Friday – Public Service Announcement • Complete recording and editing of PSA. 	<p>Academic Standards:</p> <p>6.2 Practice Project Management Skills</p>
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